CHECKLIST FOR NEW EMPLOYEES

This checklist will help prepare you and guide you through your first few days of employment at the Law Center.

ON YOUR FIRST DAY

☐ **NetID & Network Passwords**
  - Your NetID is a unique electronic identifier used to access university email and many online applications. Your NetID will be created after hiring paperwork has been submitted and approved. LawHR or your manager will provide you with your NetID.
  - To change your password, visit the Georgetown NetID Password Management System page, located at [https://password.georgetown.edu](https://password.georgetown.edu). Within the first 24 hours of employment, a password can be created using your NetID plus the last six digits of your GOCard number. LawHR or your manager will provide you with your GOCard number.

☐ **Email Address**
  Your Georgetown Google Apps for Education (GAE) email address will be your NetID@georgetown.edu. For information and instructions, including how to configure your handheld device to access Gmail, go to [https://www.law.georgetown.edu/your-life-career/campus-services/information-systems-technology/supported-tools-and-training/g-suite/](https://www.law.georgetown.edu/your-life-career/campus-services/information-systems-technology/supported-tools-and-training/g-suite/).

☐ **Obtain your Georgetown GOCard**
  - Obtain your GOCard by visiting the GOCard Office located on the first floor of McDonough Hall, Room 171. You can contact the GOCard office at 202.662.9915 or lawgocard@georgetown.edu. You will need a picture ID. More information is available online at [https://www.law.georgetown.edu/your-life-career/campus-services/gocard-office/](https://www.law.georgetown.edu/your-life-career/campus-services/gocard-office/).
  - The Law Center GOCard is the official identification card of the Law Center. In addition to giving access to the campus buildings, the GOCard functions as a debit card for campus purchases such as from the cafeteria, bookstore and vending machines; provides access to the parking garage; and serves as your library card for the Law Library.

☐ **Log in to the Georgetown Management System (GMS)**
  - Once you obtain your NetID and password, log in to GMS, the University’s HR and Financial Management system, to finish your employment forms. Go to [https://gms.georgetown.edu/](https://gms.georgetown.edu/) and log in with your NetID and password. You will be directed to the “All About Me” home page. Click on the following icons:
  - “Electronic I-9” and complete section I. Form I-9 requires that you produce original documents for examination by the Employment Services Staff to establish your identity and eligibility to work. Photocopies are not acceptable. A list of acceptable documents is available on the last page of Form I-9, which can be found on the U.S. Citizenship and Immigration Services website at
www.uscis.gov/I-9. The most commonly used documents are a U.S. passport (which establishes both identity and employment authorization) or a driver’s license (to show identity) along with a social security card (to show employment authorization). If documentation is not received within three business days from your start date, you will be terminated.

- “Personal Info” to update your personal, contact, and emergency contact information. To view your work phone number, campus address, and room number select “Work Contact Information.” If the work contact info is missing or inaccurate, notify lawhr@georgetown.edu.
- “Pay” to complete your Federal and State tax elections; choose “Withholding Elections.”
- “Pay” and then choose “Payment Elections” to set up your direct deposit.

**Note:** You will also use GMS to elect your benefits. To access the GMS self-service training, go to https://gms.georgetown.edu/training/ess/.

- **Phone**
  - To activate voicemail, press the messages button on your phone. The Cisco utility will guide you through the enrollment process. The default security code is 4852. To request voicemail to email and/or phone to email functionality, go to https://www.law.georgetown.edu/your-life-career/campus-services/information-systems-technology/supported-tools-and-training/g-suite/.
  - Law Center Campus Calls: Dial the last four digits of the number from any campus phone.
  - Main Campus Calls: Dial 8 + 687 + the four-digit extension.
  - Local Calls: Dial 8 + the number.
  - Long Distance Calls: Dial 8 + 1 + area code + the number.
  - To access your voicemail from off-campus, call your office number; when your voicemail greeting begins to play, press the * key; enter _____ followed by # (your ID is your extension); enter your password followed by #; press “2” to access your mailbox.
  - For instructions for phone use (including setting up your voicemail), go to https://uis.georgetown.edu/office-telephones-voicemail/.
  - For additional help, contact the Telecom Office at lawhelp@georgetown.edu or 202.662.9284.

- **Enroll in HOYAlert & Download LiveSafe**
  - HOYAlert is Georgetown University’s emergency notification system. Your enrollment is voluntary but strongly encouraged so that we can reach members of our community quickly in the event of a campus emergency. Using your NetID and password, you can enroll in HOYAlert at https://emergencymanagement.georgetown.edu/HOYAlert/. You should also download the LiveSafe App to your smartphone. More information and instructions on LiveSafe are available at https://www.law.georgetown.edu/your-life-career/campus-services/public-safety/emergency-management/livesafe-mobile-app/.

- **Review parking and transportation options**
  - Visit https://www.law.georgetown.edu/your-life-career/campus-services/parking-transportation/ or the Facilities and Parking Office (McDonough Hall 154). Directions to the Law Center can be found at https://www.law.georgetown.edu/about/visit-campus/. For questions, contact Marshall Lucas at 202.662.9330 or mal48@georgetown.edu.

- **Review public safety and emergency preparedness procedures**
You will need to attend an orientation program designed for new employees that includes a detailed overview of available benefits options. For questions about this orientation, contact Ian Glispy at iig12@georgetown.edu or 202.662.9050, or Michael Fanning at Michael.Fanning@georgetown.edu or 202. 687.2500.

Benefits are an important part of your total compensation at Georgetown University. You can access comprehensive information about these benefits, including current premium rates and descriptions of each health care plan at https://benefits.georgetown.edu. Click on the interactive benefits guide.

Complete your benefit elections online at https://gms.georgetown.edu/, which you can do prior to your Benefits Orientation. To obtain health insurance and dental coverage, you need to select and enroll within 60 days of your hire date. For questions regarding any of your benefits, contact the Office of Faculty and Staff Benefits at 202.687.2500 or benefitshelp@georgetown.edu.

Smart Benefits: A pre-tax payroll deduction is available to all faculty and staff for mass transit costs. For questions and to enroll, contact Marshall Lucas, Office Manager, Office of Facilities and Parking, at 202.662.9330 or mal48@georgetown.edu.

University Directory: Go to http://contact.georgetown.edu/ to confirm your information is correct. The information listed should include your name, title, NetID, office phone number, GAE email address and office location. For step-by-step instructions on how to modify your personal and work contact information go to https://gms.georgetown.edu/training/ess/ or ask LawHR@georgetown.edu for instructions on how to make the changes in GMS.

Wireless Network: The Law Center offers secured wireless network connectivity throughout campus. To connect to SaxaNet and eduroam, please follow the instructions located at https://www.law.georgetown.edu/your-life-career/campus-services/information-systems-technology/collaboration/wireless-network-wi-fi/. Please note that you must be on the Law Center’s campus in order to connect. For questions, please contact the IST Help Desk at lawhelp@georgetown.edu or 202.662.9284.

Law Center Staff Facebook: The Law Center manages a Staff picture directory to help you become familiar with the Law Center community: http://apps.law.georgetown.edu/staff-facebook/

Food Services: For a wide variety of food options, visit our cafeteria, the Market Café and Sweet Yo located on the first floor of McDonough Hall. Legal Eats (self-serve café) is located on the first floor of the Williams Library. Also located on campus is a Subway Restaurant and Courtside Coffee Bistro (offering coffee, tea and pastries) located in the lobby between the Hotung Building and the Sport & Fitness Center.

The Sport & Fitness Center is a facility for the recreational use of Law Center students, faculty, staff, and alumni. Visit the Sport & Fitness Center in person, or online at
The Early Learning Center gives parents at the Law Center access to quality, educational childcare services. Located on the lower level of the Gewirz Student Center, it includes three classrooms, a kitchen, and diapering and washroom facilities. Their program follows the academic calendar with an extended summer program and is accredited by NAEYC. The Center serves toddler through preschool aged children and offers full-time care Monday through Friday. More information and enrollment packets are available online at https://www.law.georgetown.edu/your-life-career/campus-services/early-learning-center/ or contact the Center’s Director, Carleen Kinlock at 202.662.9256.

The Georgetown Law Bookstore sells books, Law Center apparel, stationery and office supplies. It is located in the Sport & Fitness building at 550 1st St. (next to the fitness center’s reception desk).

The Georgetown University Transportation Shuttle (GUTS) runs between the Law Center and Main Campus. Students, faculty and staff may ride on any GUTS route at no charge by presenting your GOCard. For schedule information, visit https://transportation.georgetown.edu/guts/.

For mobile users, you can use the Georgetown Mobile App to get current GUTS departure times. This also allows you to access the main campus directory, use interactive campus maps, view daily University events and get the latest Hoya scores.

After-Hours Union Station Shuttle Bus Service: The Law Center’s Department of Public Safety offers free, daily shuttle bus service from 5:00 p.m.–12:30 a.m., between the Law Center and Union Station. The shuttle bus leaves approximately every 15 minutes. For more information, visit https://www.law.georgetown.edu/your-life-career/campus-services/public-safety/transportation-shuttle/.

Hoya FCU: As an employee of Georgetown University, you are eligible to join Hoya Federal Credit Union, a member-owned, not-for-profit financial institution. Membership includes access to free auto-buying services, free home-buying services, free seminars, and free financial counseling. To get started, visit Hoya FCU online at https://www.georgetownfcu.org/.

Helpful Links:
- Human Resources Policy Manual for Staff & Faculty
- HR & Payroll Forms
- Learning & Development
- Payroll Calendar
- University Holiday Calendar
- University Information Services (UIS) New to Georgetown Page
- Help Desk Support